



## CITY OF MORGAN CITY APPLICATION FOR EMPLOYMENT

POSITION APPLIED FOR: \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_  
FIRST NAME MIDDLE NAME LAST NAME

\_\_\_\_\_  
DATE OF BIRTH SOCIAL SECURITY NUMBER TELEPHONE NUMBER(S)

\_\_\_\_\_  
STREET ADDRESS CITY STATE ZIP CODE

\_\_\_\_\_  
HOW LONG AT PRESENT ADDRESS PREVIOUS ADDRESS & HOW LONG THERE

\_\_\_\_\_  
ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES: MALE FEMALE  
PLEASE CIRCLE ONE:

EDUCATION: High School, College, etc.      SCHOOLS ATTENDED      Degrees Earned

|  |
|--|
|  |
|  |
|  |

**PAST EMPLOYMENT:**

| Company Name & Address | Date | Job Description | Salary |
|------------------------|------|-----------------|--------|
|                        |      |                 |        |
|                        |      |                 |        |
|                        |      |                 |        |
|                        |      |                 |        |

WERE YOU PREVIOUSLY EMPLOYED BY THE CITY OF MORGAN CITY? \_\_\_\_\_ IF YES, WHEN? \_\_\_\_\_

WHAT DEPARTMENT? \_\_\_\_\_ REASON FOR LEAVING? \_\_\_\_\_

DO YOU HAVE A VALID LICENSE TO OPERATE A MOTOR VEHICLE? \_\_\_\_\_

LICENSE NUMBER: \_\_\_\_\_ REGULAR: \_\_\_\_ C.D.L.: \_\_\_\_ CHAUFFEUR: \_\_\_\_

If your application is considered favorably, on what date will you be available for work? \_\_\_\_\_

Military Status: \_\_\_\_\_

**PERSON TO BE NOTIFIED IN CASE OF EMERGENCY:**

| NAME | ADDRESS | PHONE NUMBER |
|------|---------|--------------|
|      |         |              |

**LIST ANY RELATIVES WORKING FOR THE CITY:**

| NAME | RELATIONSHIP | DEPARTMENT |
|------|--------------|------------|
|      |              |            |
|      |              |            |
|      |              |            |

*Consumer reports may be obtained as part of the City of Morgan City's evaluation of my job application/employment. The reports may include my driving record, an assessment of my insurability under the City's insurance coverage's or other consumer reports. By signing this disclosure, I hereby authorize the City of Morgan City to procure such reports and additional reports about me from time to time as it deems appropriate, to evaluate my insurability or for other permissible purposes.*

**SIGNATURE OF APPLICANT** \_\_\_\_\_

**DATE OF SIGNATURE** \_\_\_\_\_

*Equal Opportunity Employer*



## CITY OF MORGAN CITY

### Motor Vehicle Record Policy (Addendum to Exhibit B of the City of Morgan City Work Plan)

**Objective:** The purpose of this policy is to promote the safe operation of City of Morgan City-owned, rented, or leased motor vehicles, to encourage the safety of drivers and passengers, and to minimize physical damage to the City fleet. The City of Morgan City currently operates numerous owned or leased motor vehicles distributed among various departments. Employees also rent vehicles or compensate employees for City-related activities.

**Policy:** It is the policy and requirement of the City of Morgan City for employment that every employee position with driving duties requires a **motor vehicle record (MVR)** meeting the grading requirements stated below. This MVR policy applies both to drivers of City owned vehicles as well as employees using personal vehicles in the course of City business.

MVRs will be examined prior to the start of employment and at least annually thereafter. Any job offer made to a prospective employee for a position with driving duties shall be contingent upon a MVR meeting the required standards; continued employment in a position with driving duties also requires a MVR meeting the standards outlined below:

1. All operators must have a valid driver's license for at least three years
2. No new drivers will be hired with a 'borderline' or 'poor' MVR. MVR's will be graded based on the table below, as minimum requirements.
3. Driving records must remain 'acceptable' or 'clear', as graded on the table below, for continued employment in positions with driving duties.

Any exceptions to these guidelines must be referred to the Mayor for written approval. The auto insurance carrier will be consulted on any/all MVR's not meeting minimum criteria.

### **MOTOR VEHICLE GRADING CRITERIA (LAST THREE YEARS)**

| Number of minor violations | Number of preventable accidents |            |            |      |
|----------------------------|---------------------------------|------------|------------|------|
|                            | 0                               | 1          | 2          | 3    |
| <b>0</b>                   | Clear                           | Acceptable | Borderline | Poor |
| <b>1</b>                   | Acceptable                      | Acceptable | Borderline | Poor |
| <b>2</b>                   | Acceptable                      | Borderline | Poor       | Poor |
| <b>3</b>                   | Poor                            | Poor       | Poor       | Poor |
| <b>4</b>                   | Poor                            | Poor       | Poor       | Poor |

## MOTOR VEHICLE GRADING CRITERIA (LAST FIVE YEARS)

|                              |             |
|------------------------------|-------------|
| <b>ANY Serious Violation</b> | <b>Poor</b> |
|------------------------------|-------------|

| Minor Violations  | Serious Violations  |
|---|---|
| <ul style="list-style-type: none"> <li>• Motor vehicle equipment, load or size requirement</li> <li>• Improper/failure to display license plate</li> <li>• Failure to sign or display registration</li> <li>• Failure to have driver’s license in possession (if valid does exist)</li> <li>• Any moving violation that is not a serious violation</li> </ul> | <ul style="list-style-type: none"> <li>• Driving under influence of alcohol/drugs</li> <li>• Careless driving</li> <li>• Chemical test refusal</li> <li>• Driving after suspension or revocation of license</li> <li>• Fleeing or eluding police</li> <li>• Leaving scene of accident</li> <li>• Passing stopped school bus</li> <li>• Reckless driving</li> <li>• Speeding 15 mph above limit</li> </ul> |

**Implementation:**

1. New hires as well as current employees of the City of Morgan City will be required to complete a **Driver Authorization Request** form (attached) that will be kept in the personnel file of that employee.
2. The MVR of the prospective and current employee will be provided to the City of Morgan City Personnel Director to assure record meets the criteria set forth in this policy.
3. Only new hires meeting criteria will be considered for employment if a job description requires driving a vehicle. Refusal to provide authorization for release of MVR will disqualify the applicant from employment. Any exceptions to these guidelines must be referred to the mayor for written approval. The auto insurance carrier will be consulted on any/all MVR’s not meeting minimum criteria.
4. Employees’ refusal to sign an authorization for release of MVR will constitute insubordination and subject to disciplinary action as described in **Section 6. Rules of Conduct** of the City of Morgan City Employee Work Plan.
5. Should a current employee’s MVR not meet the criteria of this section, that employee will, at minimum, be placed on probation for six months and relieved of driving responsibilities. Depending on the severity of the MVR, disciplinary action may not be limited to probation, but may include suspension without pay, or termination.

**City of Morgan City**  
**Driver Authorization Request**

This form must be completed by anyone who, for any reason, any drive a vehicle on City business. Please read the following and provide the appropriate information. Job offers made to any job applicant who will be required to drive for the City are contingent upon the applicant's completing this for and meeting the driving requirements of the City.

**PLEASE PRINT**

Last Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Middle Initial: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_

First Name: \_\_\_\_\_ Issued by State of: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Number of years driving: \_\_\_\_\_

Below list any motor vehicle violations and describe any accident you were in during the past three years. If there are non, so state:

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**Authorization/Release**

I agree to a check of my driving record, annually if required. I agree to inform my supervisor whenever any negative change in the status of my driving record occurs, such as license revocation, restriction, or suspension. I understand that any negative change in the status of my driving record may result in revocation of authority to drive a city vehicle. I do hereby authorize, without reservation, any party or agency contacted to furnish the above requested information and release all parties involved from any liability and/or responsibility for doing so. This authorization and consent shall be valid in original, fax, or copy for. I recognize that these inquiries may be made randomly in the future and no further authorization is required by me.

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

**Driver Insurance/Verification**

I certify that as a condition of driving a personal vehicle on City business, I have and will maintain at least the minimum liability coverage as required by Louisiana Motor Vehicle Safety Responsibility Law (R.S. 32:851 et. Seq.).

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

**\*\*PLEASE ATTACH COPY OF DRIVER'S LICENSE TO THIS FORM\*\***

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## CONSENT TO THE RELEASE OF CONFIDENTIAL INFORMATION

I understand that a thorough investigation will be conducted to determine my qualifications and suitability for employment with the City of Morgan City. **This investigation will include confidential interviews with prior employers and/or references as well as a criminal background investigation.** I understand that information obtained shall remain confidential, and the City of Morgan City will not reveal the reason for rejection for those applicants who are not accepted.

I, \_\_\_\_\_, hereby waive any and all claims of  
(PRINT Name)

confidentiality against anyone who may have knowledge of my fitness for employment with the City of Morgan City. I understand that the purpose of this examination is to determine my suitability for employment, and that the City of Morgan City will not rely upon the results of this investigation for the purpose of discrimination based upon illegal criteria.

For and in consideration of the City of Morgan City's receipt and processing of my application for employment, I, \_\_\_\_\_, agree to hold harmless the  
(PRINT Name)

City of Morgan City from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me. **I understand that should information of a serious nature surface as a result of this investigation; such information may be turned over to the proper authorities.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Driver's License Number and State of Issue

\_\_\_\_\_  
Witness